



TOWN OF SCITUATE BOARD OF HEALTH

600 Chief Justice Cushing Highway, Scituate, MA 02066
(781) 545-8725 (phone) (781) 545-8866 (fax)
www.scituatema.gov

TO: Scituate Recreational Camps for Children Operators

FROM: Jennifer Keefe, Director of Public Health

DATE: June 7, 2016

SUBJECT: 2016 Recreational Camp for Children Applications

It has come to our attention that you are planning to operate a recreational camp for children this year. Therefore, enclosed please find the 2016 Camp Application package for the Town of Scituate. Please review the applicable regulations, 105 CMR 430.000: Minimum Standards for Recreational Camps for Children (State Sanitary Code Chapter IV) and **ALL** enclosed documents carefully. Please fill out the appropriate forms completely and provide the required documents. Incomplete applications or those missing the required plans will be returned to you, unless you have included a note indicating when any outstanding information or plans will be provided to the Board of Health. A check made payable to the Town of Scituate with the appropriate permit fee must also be included.

You must submit your completed application packages as soon as possible and **no later than two weeks before the first day of camp** as we must conduct an inspection and issue your permit prior to opening day for your camp to begin operations. Please remember to contact the Fire Department and the Building Department for the required documentation or to schedule any required inspections. Please note that if you do not have a CORI, SORI, and immunization records for each staff member, including camp directors, nurses, administrators, etc., they cannot work or be present on camp grounds until they are received.

We hope you and your staff have a safe and fun filled camping season. Should you have any questions, please contact our office at 781-545-8725.

cc: Neil Duggan, Building Commissioner/Zoning Enforcement Officer
Scituate Fire Department
Board of Health